

*Office Memorandum* • UNITED STATES GOVERNMENT 7-8299

TO : Assistant to DCI

FROM : Director of Training

SUBJECT: Weekly Summary Report  
(28 December 1955 - 3 January 1956)

DATE: 12 January 1956

INTRODUCTION

This week the Office of Training has the following items to report: (1) increased interest in Basic Supervision; (2) expanded coverage in Clandestine Services Review No. 10; (3) expressions of appreciation to offices of DD/I, DD/P and DD/S; (4) establishment of Foreign Language Dining Room; and (5) special internal Persian language course.

BASIC SUPERVISION

25X1 Reference is made to the OTR weekly summary report dated 30 December 1955 in which the significant increase in interest in management training was discussed. With the addition of an extra presentation of Basic Supervision in January, three presentations of the course are now scheduled end-to-end, commencing 9 January and running through 17 February. The maximum enrollment of  students for each of these courses has already been filled and there is pressure from some offices, notably the Office of Communications, for the accommodation of additional students.

CLANDESTINE SERVICES REVIEW NO. 10

25X1 Clandestine Services Review No. 10, which began 9 January 1956, has an advance enrollment of  (five above the maximum of ). During this running the Clandestine Services Review will include coverage for the first time on the Agency's substantive intelligence contribution to national security.

25X1 *Noted by EA/bai on pink sheet.*

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MEMORANDA OF APPRECIATION

25X1 During the reporting period, memoranda of appreciation have  
25X1 been sent to the DD/P, DD/I and DD/S acknowledging the contribu-  
25X1 tions which they and members of their offices have made to training  
programs during the past year. A total of [ ] guest speakers from  
DD/P, 133 from DD/I, and [ ] from DD/S appeared in various train-  
ing programs. Several of these speakers appeared on many occasions  
supplementing the work of our regularly assigned instructors. I am  
also deeply grateful for the time which the DCI, the DDCI, [ ]  
[ ] and other members of the Office of the Director have devoted  
to training programs. Particular reference also must be made of  
the yeoman service rendered by Mr. Kirkpatrick and the members  
of his office. Obviously, it would be impossible to maintain the high  
standards of training in CIA were it not for the outstanding coopera-  
tion and support received from guest speakers.

FOREIGN LANGUAGE DINING ROOM

Arrangements have been completed to establish a Foreign Lan-  
guage Dining Room. Intent is to provide a place and opportunity for  
all Agency employees to converse informally in foreign languages  
as one more informal way to maintain fluency. Initially, tables for  
Russian, German, French and Spanish will be set up. Program will  
begin about 1 February and will take place in a small private dining-  
room adjoining the cafeteria in R&S Building. If program is success-  
ful, other tables will be added, and similar experiments may be at-  
tempted in or near other large cafeterias.

PERSIAN LANGUAGE COURSE

To meet a specific single request to provide intensive, full-time  
instruction in Persian for three persons, the School is planning to  
initiate an internal course about 1 April. There is no indication of  
demand for a second course.

25X1

[ ]

MATTHEW BAIRD

CC: 1 - DD/P

1 - DD/I

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SUPPLEMENT TO  
WEEKLY SUMMARY REPORT

COMMUNIST TRAINING IN THE NEAR EAST

25X1 [redacted] instructors in World  
25X1 Communism, OTR, have departed on three weeks' temporary duty  
25X1 to [redacted] to provide a course of instruction in Com-  
25X1 munist theory, doctrine and operations for [redacted] government  
officials including officers of the security service.

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